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**Subject: Woman Food Packages - Special Formulas**

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Effective Date: October 1, 2004

Revised from:

**Policy:** Special formulas (medical foods) may be issued to women when a licensed health care professional determines that the client has a medical condition that precludes the use of a pregnant or breastfeeding woman's, exclusively breastfeeding woman's, or a postpartum woman's food package. These conditions include metabolic disorders, inborn errors of amino acid metabolism, GI disorders, malabsorption syndrome allergies, and increased nutritional needs associated with prematurity or other conditions. Special formulas may not be issued solely for the purpose of enhancing nutrient intake or managing body weight. State Nutritionists are available for consultation and review on any questions regarding formula use.

The Special Formula Issuance Form must be completed and kept on file for all special formulas. A new request is required for each new certification period, when the requested time frame expires in the middle of a certification, or whenever the formula is changed to another special formula.

**Procedure:**

1. Obtain a completed Special Formula Issuance Form from the health care professional.
  - a. A physician or ARNP/RPA working under the supervision of a physician must sign the Special Formula Issuance Form.
  - b. The following items are required to be documented before a special formula may be issued.
    - Formula (brand name of the medical food requested).
    - Acceptable diagnoses - The medical reason that supports the issuance of a special formula. Each decision to honor a request for a special formula should be contingent upon the client's medical diagnosis, feeding history, and the composition of the requested formula. Refer to the Product List in Appendix 8 for a description, recommended uses, features and nutritional information for each formula.
    - Daily amount required.
    - Length of time formula required.
    - Health care professional's name and signature.
  - c. If the health care professional submits a referral form, note or hospital discharge sheet that includes all the required information, the CPA may complete the Special Formula Issuance Form based on the submitted information. The original information must be filed with the Special Formula Issuance Form.

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- d. Contact the health care professional if all required information is not submitted.
  - e. After ensuring all required information is documented, the CPA should complete the "WIC Office Use Only" section and sign the Special Formula Issuance Form.
2. Prescribe a situation appropriate food package containing the special formula requested. (see Table).
  - a. If the desired food package is not available in KWIC, contact the SA.
  - b. If the information submitted by the health care professional is missing or not complete.
    - And the health care professional is available while the client is in the WIC clinic, one month's checks may be issued if the missing, required information is obtained by telephone and documented in the client's WIC record.
    - And the health care profession cannot be contacted while the client is in the WIC clinic, one month's checks may be issued if the CPA documents why the request for special formula is valid in the client's WIC record.
    - A completed Special Formula Issuance form must be on file at the WIC clinic before additional checks can be issued.
3. All unused WIC purchased formula and/or checks must be returned to the Local Agency prior to issuing a different formula food package. Formula must not be returned to stores.
  - a. Follow the procedure for replacing formula or partial month's checks.
  - b. The CPA must change the food package.
  - c. See Policy FCI: 02.05.00-Docmentation and Use of Returned Formula for instructions on handling returned formula.

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<b>Special Formula Food Packages for Women</b>				
<b>Food Package</b>	<b>Formula</b>	<b>Amount</b>	<b>Cereal</b>	<b>Juice</b>
SM6803A	Boost	18 6-packs	36 oz	3 Containers
SM6903A	Ensure	18 6-packs	36 oz	3 Containers